

Guidelines for Flexible Funds
Only for use in the Family/Community Outreach Program

Contractor shall apply the following guidelines as general rules for flex fund usage and report usage monthly on Monthly Status Report.

1. Contractor shall use flex funds reasonably and cautiously to support families with urgent basic needs related to mental health wellness on an individual basis. Flex funds may be used to purchase items such as identification cards, bus passes, clothing, children's school supplies, emergency groceries, etc. Flex funds shall not be used for clients' entertainment or leisure, dining at restaurants, educational services including tuition, enrollment fees, vocational training fees, etc.
2. **Flex funds should be the monies of last resort.** Solutions such as the family's natural resources, donations, low-cost or no-cost community service programs, etc. should always be explored first.
3. Contractor shall tie flex funds to the mandates of the funding sources.
4. Contractor shall use creativity when dealing with flex funds.
5. Contractor shall be responsible for maintaining a copy of all funding requests and authorization of purchases. Contractor is also required to obtain and keep receipts for all expenditures.
6. Contractor shall pay vendors directly in using flex funds.

Items purchased using flex funds that fall outside of these guideline may be disallowed by the COTR or Behavioral Health Services Fiscal Unit .

Managing flexible funds calls for partnership between direct service staff and fiscal staff that are often not present during "normal" service delivery. Therefore, it is critical that Contractor be able to track and account for the flex funds used and to have clear communications between direct service staff, office management staff and the fiscal department.